



AL FARIS

Position: PROJECT COORDINATOR	
Qty required: Open	Work location: KSA / UAE
Min. years of experience: 03-05	Age limit: 25 to 30

Our company is looking for a Project Coordinator with experience in Projects to join our team.

1. JOB PURPOSE:

Looking for experienced Project Coordinator.

2. QUALIFICATION:

Bachelor's degree/Any Related Qualification

3. EXPERIENCE:

Min 3-5 years

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

- Preparing multi megawatt project offers for clients in Gulf and Africa.
- Project quote summary status updating & forwarding to GM and BDM for their review.
- Reading the whole Tender Documents to understand the scope of work & submission requirement.
- Taking care of project invoices and timely billing.
- Arranging VISA, ticket, hotel, transport arrangement for project staffs and HOD's.
- Others.

Those interested kindly forward CVs to jobs@alfarisuae.com